

**APPROACH LETTER – Uninvited  
Referral**

**Joe Harman**  
8321 Anywhere Lane  
Anywhere, TX 77001  
(281) 555-5555 Office (281) 555-5556 Office  
joe\_harmon@hotmail.com

September 15, 2000

Jane Cooper, Director  
Architectural Design Office  
RT ENGINEERING ASSOCIATES  
5512 West Anywhere Avenue  
Anywherw, OH 44520

Dear Ms. Cooper:

John Sayres suggested that I write you regarding my interest in architectural drafting. He thought you would be a good person for me to contact for some sound career advice.

I am interested in an architectural drafting position with a firm specializing in commercial construction. As a trained draftsman, I have six years of progressive experience in all facets of construction, from pouring concrete to developing plans for a \$14 million budget in commercial and residential construction. I am particularly interested in improving construction design and building operations of shopping complexes.

Mr. Sayres mentioned that you are one of the leading experts in this growing field. Would it be possible for us to talk briefly and perhaps meet? Over the next few months I will be conducting an extensive job search and would appreciate your advice and expertise.

I will contact your office next week to determine if it is appropriate to schedule a time to either talk or meet.

Thank you for your time and interest.

Sincerely,

Joe Harman